

The Office of the Secretary of the State

Office Divisions

Commercial Recording

Files and maintains legally required records showing the formation of and fundamental changes to corporations, limited liability companies, limited liability partnerships, limited partnerships and other businesses. The Commercial Recording Division disseminates that information to the general public and the business, banking and legal communities. In addition, all of this information can be found via the Secretary of the State's website on CONCORD (Connecticut Online Commercial Recording Database) that receives 2 million hits per month. Transactions relevant to security interests in personal property are perfected by filing statements under the Uniform Commercial Code statutes within the division. Trade, service, collective, certification and device marks are granted registration and the division investigates and collects fees and penalties from foreign corporations doing business in Connecticut without authority. In addition, this division administers the Address Confidentiality Program for victims of domestic violence and abuse.

Legislation and Elections Administration

Administers, interprets and implements all state and federal laws pertaining to elections, primaries, nominating procedures, voting machines and the acquisition and exercise of voting rights. The division also encourages and monitors the implementation of the National Voter Registration Act and conducts an ongoing statewide voter registration campaign involving individuals and organizations in both the public and private sectors in efforts to increase the number of registered voters in Connecticut. In conjunction with local Town Clerks and Registrars, the division provides training for local elected officials. The division also administers the Help America Vote Act, the purchase and delivery of new optical scan voting machines and the Statewide Centralized Voter Registration System. In addition, the division is the official keeper of all acts, orders, grants and resolutions of the General Assembly, receives and maintains legislation, regulations and other executive branch records as required by statute, administers Connecticut's notary public program and provides records management services to the office.

Information Technology

Responsible for the administration, support, development and maintenance of all computer systems and related applications within the office. It also provides support to the statewide Centralized Voter Registration System, CONCORD (Connecticut Online Commercial Recording Database), Agency website and all E-Government initiatives within the office.

Management and Support Services

Supports the office in the areas of human resources, affirmative action, fiscal administration, business, revenue depositing, purchasing, inventory, asset management, central duplicating, central mail and other support services, publishes the State Register and Manual, as well as being the distribution and sales agent for the Connecticut State Register and Manual (the "Blue Book") and other publications.

Constitutional and Statutory Mandates of the Secretary of the State's Office

- Direct Primaries (CGS Title 9)
- Business Organizations (CGS Titles 34 and 34)
- Uniform Commercial Code (CGA Title 42a)
- Trademark and Service Mark Registrations (CGA Title 35)
- Other Duties (CGS Titles 1, 3, 12, 13b, 16, 20, 29, 31, 36, 45, 47, 47a, 49, 52)
- Voter Registration (CGS 9-1 to 9-67)
- Absentee Voting (CGS 9-133f to 9-159r)
- Elections General (CGS 9-164 to 9-174)
- Particular Officers (9-175 to 9-224)
- Vacancies (CGS 9-211 to 9-224)
- Conduct of Elections and Voting Machines (CGS 9-228 to 9-269)
- Election Canvass and Returns (CGS 9-307 to 9-322)
- Nominations and Political Parties (CGS 9-372 to 9-486)
- Vacancies (CGS 9-211 to 9-224)
- Legislation (*CT Cons. Art. III, Sec 2 & 6; Art. IV, Sec 15 & 23; CGS Sec 2-14, 2-29, 2-30, 3-77, 3-79, 3-80a, 3-82, 3-84, 3-86*)
- Regulations (CGS Sec 4-172)
- Notary Public Administration (CGS 3-91 through 3-95)
- Authentications (CGS Sec 3-99a)
- *Connecticut State Register and Manual* (CGS 3-90)
- Records Management (*CT Cons. Art. IV, Sec 23; CGS Sec 3-77*)

Federal Mandates

- The "Help America Vote Act of 2002" requires Connecticut to meet various new election reform requirements and my office is responsible for its administration.
- The Federal Voting Rights Act
- The National Voter Registration Act of 1993

Highlights of the preceding Biennium

The Office of the Secretary of the State, Legislation & Elections Administration Division orchestrated the statewide transition to optical scan voting technology. In preparation for this transition, the office held more than 300 voting machine demonstration sessions and trained more than 5,000 local election officials and poll workers.

This Division also administered one of the busiest elections in recent memory from the state level, an election which saw a net increase of over 175,000 new voters throughout the state.

In addition, our Commercial Recording Division has enhanced its online, automated customer services, with projects underway to continue to add more online accessibility. The Division receives over 240,000 Annual Reports per year. Online Annual Report filing (launched in 2006 and grown over the past biennium), has provided customer accessibility, while adding efficiency and cost savings to the division's highest volume filing operation. In the past biennium the division launched its option for businesses to obtain Certificates of Legal Existence online, as well.

This division is currently in the process of expanding automated offerings to include UCC Online. This will enable businesses, commerce banks, lenders, insurers, and the public to file, request and view UCC filings in a timely manner, from remote locations, via the internet. The division receives over 50,000 UCC filings per year, which are time-sensitive documents that allow commerce to flow smoothly in our state.

The Office of the Secretary of the State has seen substantial improvements to make its webpage more "user-friendly" by creating a clear index of links to quickly find whatever information the user is seeking.

